



**STATE OF WASHINGTON
ENVIRONMENTAL AND LAND USE HEARINGS OFFICE**

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ENVIRONMENTAL AND LAND USE HEARINGS OFFICE

Minutes of Meeting

June 12, 2012

9:00 a.m.

The June 12, 2012 meeting was called to order by Chair Kathleen Mix in the Boards' office in Tumwater, Washington. Present were Chair Kathleen Mix, Board Members Bill Lynch and Tom McDonald, Administrative Appeals Judge Kay Brown, Growth Management Hearings Board Member Nina Carter, and the administrative staff consisting of Paulette Yorke, Janet Buechler, Vanessa Smith and Candace Sutton.

Minutes of the May 8, 2012 meeting were reviewed. After appropriate motion, the minutes were approved as submitted.

The monthly report reflecting the number and type of Pollution Control Hearings Board and Shorelines Hearings Board appeals filed and closed was briefly discussed.

Appellate Report

Janet reported that there was one Superior Court appeal filed since the last meeting: *SHB Case No. 11-028, John Mack v. Ecology, et al.* Bill informed the Board of a decision that was recently upheld and the status of another pending Court of Appeals case.

Budget Report

Kathy reported that the budget is steady at this time and the fiscal year has ended with a surplus. Yolanda Wilson and Les Myhre are leaving DES SACS and new fiscal analysts will be assigned to our agency. However, allotments are being made for next year and the budget appears to be in good shape going forward. There has been no further action on the 3% Temporary Salary Reduction which is in effect until the end of the current biennium. The agency's budget submission for the next biennium is due September 5.

Escorting Visitors and Parking during Hearings

Kathy then discussed the revised policy for escorting ELUHO guests to our office. Kathy and Paulette recently met with Parks' Agency Director Don Hoch and Director of Administration, Finance and Technology Ilene Frisch to discuss the visitor and parking arrangement between our agencies. The proposal drafted by Kathy and Paulette has been adopted by Parks as an interim measure and these guidelines should also be followed by ELUHO staff. Board members were asked to inform front desk staff if they are expecting visitors so that Parks may be adequately notified. Guests will no longer be

escorted, but will be required to sign in and wear badges. When expecting large groups during hearings, all ELUHO staff may need to park in the L&I parking lot to accommodate visitors.

Review of Staff Duties and Changes

Paulette gave a brief overview of changes in administrative staff job duties that have been implemented to date and indicated that the transition is going smoothly.

Board Staff Changes

Kathy announced that the Governor has appointed a new Board member to serve on the Growth Management Hearings Board beginning July 1. Nina added that interviews with candidates to fill the second Growth Board vacancy will take place the week of June 18. The Administrative Appeals Judge position has also been filled effective July 1. Case reassignment will need to take place prior to that date, and the Board was encouraged to start considering cases ideal for reassignment.

Bill informed all present that his term on the Pollution Control and Shorelines Hearings Boards has been extended until the end of the Governor's term in January, 2013.

The Vault

Kathy recommended that all present begin managing e-mails to prepare for the Vault. A brief explanation of the Vault system and retention value of types of e-mails followed. The next step is to finalize the retention guidelines and set up our folder structure on agency and individual levels.

Miscellaneous

There was a brief discussion of planned leave over the summer. All were encouraged to inform Janet and Vanessa of any additional absences for scheduling purposes.

Nina invited the Board to attend the annual Growth Management Hearings Board meeting in October.

The meeting adjourned at 10:13 a.m.

Vanessa Smith
Administrative Assistant